Pacific Northwest Wildfire Coordinating Group
Northwest Geographic Area Board

To: **All 2015 Northwest Geographic Area Team Members and 2016 Applicants**

From: **Northwest Geographic Area Board (NW Geo Board).**

Subject: **2016 Northwest Area Type 2 Team Configuration**

At the Pacific Northwest Wildfire Coordinating Group meeting in September 2015, Type 2 Incident Management Team capacity was discussed during a review of the 2015 ongoing fire season, and some lessons learned were identified. From that dialogue the following direction was provided in a letter (see quoted text below) to the NW Geo Board for implementation in 2016.

"Based upon the lessons learned this summer about the inability to fully staff these organizations and recognizing the importance of sustaining our Incident Management Teams (IMTs) as a learning culture, PNWCG has made the decision to fill eight Type 2 IMTs in the Pacific Northwest Region in 2016.

The GeoBoard is given the authority and responsibility to identify the Incident Commanders and IMTs that will be staffed in 2016. It is important for the GeoBoard to make these selections in timeframes that support the already established IMT selection process. This would allow individuals to know what Incident Commanders have been selected and allow them to apply for the team they are most interested in serving on."

The NW Geo Board will staff eight Type 2 IMTs in 2016. As we continue the transition to a single NW Geo Board, we believe this is an opportunity to improve upon the way we deliver IMT capacity in the region. You will notice some changes when you log in to ICAPS to apply this year - most notably team names. This year you will apply for one of eight NW Area Teams listed in ICAPS as NW Team 6 through NW Team 13 (team numbers 1-5 are being reserved for current and potential future PNW Type 1 teams). At this time ICAPS should be locked for all positions other than Primary, Deputy and Trainee ICs. Once all IC positions are approved by the Geo Board, ICAPS will be unlocked and team members can then apply to work with the IC of their choice.

We recognize and appreciate the importance of team cohesion and team culture. Incident Commander and team selections will be made with consideration of these aspects of our teams. Thank you for your service and dedication to your Incident Management Team, and thank you in advance for your patience as we work through the latest changes.

_____   October 15, 2015_
Signature   Date

NW Geo Board

Pacific Northwest Wildfire Coordinating Group

DATE: October 15, 2015

TO: Individuals Interested in Being Considered for Positions on the Pacific Northwest
             Interagency Type 1 and Type 2 Incident Management Teams

FROM: Randy M. Johnson, Northwest Area Geo Board Chair

SUBJECT: Announcement and application process for the Pacific Northwest Type 1 and
             Type 2 Interagency Management Teams for 2016 Rotation

The Northwest Area Interagency Incident Management Team Geographic Board (Geo Board) is
soliciting applicants to fill the Pacific Northwest Interagency Incident Managements Teams
(IMTs) including:

- Two (2) Type 1 IMTs
- Eight (8) Type 2 IMTs

The applicants selected will fill the positions for the 2016 rotation. It is the intention of the Geo
Board to field two Type 1 teams, and eight Type 2 teams

Applicants may apply to each team as a primary, job-share, trainee or apprentice.

Applicants interested in being in the alternate pool or trainee pool must apply to the Applicant
Pool as a primary or trainee.

The application period for the IC, Deputy IC and Trainee IC applicants is open as of this
announcement and closes October 31, 2015.   All remaining applications will open November 6
after the ICs have been announced and will close November 21, 2015. The Incident Commander
and Deputy Incident Commander selections will be announced by November 6, 2015.

Supervisors are encouraged to support individual applicants and their participation on a team if
selected. If you have any questions please, contact your Geo Board representative.

The Incident Command Application Program (ICAP) will be utilized to apply to the PNW Type 1 and Type 2 teams collectively referred to as PNWIIMT. Instructions for accessing and using this system are covered below. The goal of ICAP is to implement an easy to use system, which will greatly reduce the workload in managing applications. After team selections are made we will send an anonymous survey to determine the success of this system, and how it can be improved.

ANOUNCEMENT DATES:
The application period for the IC, Deputy IC and Trainee IC applicants is open as of this announcement and closes October 31, 2015. All remaining applications will open November 6 after the ICs have been announced and will close November 21, 2015.

OBJECTIVES:
To establish and maintain two Type 1 Interagency Teams, and eight Type 2 Interagency Teams of highly qualified and motivated specialists to work for agency administrators to accomplish defined incident objectives through safe, effective and efficient management of complex incidents. PNWIIMTs have a primary mission of serving the wildfire suppression and other incident needs of agency administrators within Pacific Northwest. Operational guidance is provided by the PNWCG GeoBoard.

PNWIIMTs are available for assignment to incidents of any kind and outside of Pacific Northwest under specific circumstances as defined by policy. A maximum of 50 positions will be filled for each of the teams: 27 standard positions and six trainees identified in the National Mobilization Guide and the remaining 17 positions that may be utilized to fill non-standard positions. Two additional S-520 apprentices are approved for the Type 1 teams.

ICs and Deputy ICs are assigned for a term not to exceed three years, with annual evaluation. All other team positions are for a one year commitment. **Applicants should only apply as a primary team member for one team.**

DUTIES:
All applicants are expected to commit and perform at a high level in the position for which they serve. Respectful and effective interaction among team members is an absolute necessity when performing in an emergency incident environment. Specific qualifications for positions are listed in the NWCG Wildland and Prescribed Fire Qualification System Guide (PMS 310-1). A list of positions that may be filled from this announcement is provided on page 6.

Primary Team Members are expected to be available for assignment when called and to perform in a satisfactory manner on assignments. Calls for assignments could begin as early as February 2016 and may continue for the remainder of the year or until the recruitment process for 2017 is completed. With few exceptions, individual incident assignments are for a maximum of 14 days, exclusive of travel.

Team trainees are persons working toward completing a position task book and who are highly interested in becoming fully qualified through experience and training gained on incidents of Type 2 or Type 1 complexity.

The ICs and section chiefs jointly assign trainee positions to their respective teams. These are normally positions of critical need for the short- and long-term functioning of the PNWIIMTs; people serving in these positions are expected to complete assigned task books and training as their single top priority; they are assigned to a team for up to one year under the same conditions as applicable to standing team members. Once certified as qualified, a person leaves the PNWIIMT and joins the Applicant Pool for the remainder of the season; the IC and GeoBoard may then assign another trainee to that PNWIIMT.

Applicant Pool members are either fully-qualified or trainee-qualified individuals available for assignments on IMTs when opportunities arise. Applicant Pool members are not expected to maintain the same degree of availability required of standing team members.

An Applicant Pool trainee is assigned to an IMT for a single incident, performs and receives an evaluation, and returns to the Applicant Pool. The Board determines relative priorities among individual trainees for specific ICS positions, and tracks resulting training assignments.

Apprentices differ from trainees in that they have an interest in IMTs but lack the experience or prerequisite training necessary to be issued a position task book for a specific ICS position. The objective of apprentice assignments is accelerated career development of the individual and eventual qualification for assignment to IMTs. Apprentices will have a development plan outlined after the first assignment that identifies a target position; they will gain sufficient experience and complete prerequisite training necessary for the issuance of a PTB one year after first assignment as an apprentice. The objective is to complete the apprentice phase in one year. Apprentices come from PNWCG firefighting agencies and are nominated by management referral (GeoBoard, agency administrators or incident commanders).

QUALIFICATIONS:
Except for Apprentices, applicants applying for positions must meet ICS qualifications standards as published in the NWCG Wildland and Prescribe Fire Qualification System Guide (PMS 310-1). Only information submitted with the formal application is considered when assessing qualifications.

AREA AND LEVEL OF CONSIDERATION:
Applicants from each PNWCG participating agency will be given full consideration.

APPLICATION REQUIREMENTS:
The following information is required of each applicant. You must apply on-line using ICAP. Failure to complete and submit all required information may result in non-selection.

1. Application: Electronic completion of the ICAP information. If the applicant is applying for more than one position they must apply to each position individually within the ICAP application. Prioritize your position choice(s) in the Experience narrative of ICAP.

2. Unit Fire Qualifications Coordinator's verification of your fire qualifications.

3. Supervisor's and Agency Administrator's verification of your availability.

SELECTION PROCESS:

Candidates will be evaluated on: certification of fire qualifications; their Agency Administrator's verification of availability; other information provided in the application and possible interviews.

Individuals are selected on the basis of merit, fitness, qualifications and interagency integration goals established by the GeoBoard. All applicants will receive consideration without regard to race, color, age, sex, marital status, religion, national origin, political affiliation, handicap, or other non-merit factors.

- o The GeoBoard will select incident commanders and deputy incident commanders.
- o The selected ICs will review applications for command and general staff candidates and make selections in consultation and with concurrence of the GeoBoard.
- o The ICs will review applications and select other team members.
- o Trainee positions will be filled by the ICs in consultation and with concurrence of the GeoBoard.
- o S-520 Apprentices will be selected by the PNWCG Operations Working Team in consultation and with concurrence of the ICs for Type 1 teams.

Candidates not selected for a team position will be placed in the Applicant Pool unless their application specifies otherwise. The GeoBoard chair in conjunction with the specific team IC will be responsible for notifying applicants of selection or non-selection.

WHEN AND WHERE TO APPLY:

The application period for the IC, Deputy IC and Trainee IC applicants is open as of this announcement and closes October 31, 2015. All remaining applications will open November 6 after the ICs have been announced and will close November 21, 2015.

ICAP will be utilized to apply to all team positions. If you wish to be considered for multiple positions, you will need to apply for each position and prioritize your choice(s) in the Experience narrative of ICAP.

Quick start instructions for applying:

1) The online application ICAP requires that you first set up an ID and password. This insures your application is secure. This process is very quick, and takes a few moments. Instructions are attached for creating your account. Be sure to request LEVEL 1 (one) access.
2) Once you have created an account you may then request access to ICAP, by logging in to the web site below, and selecting ICAP.
3) You are now ready to apply. Log in again to this same web site and you may then fill out your application (contact information and qualifications) once, and then apply for position(s).

The on-line application is available at: https://fireportal.usda.gov

For procedural or qualification questions regarding the application process, please contact your agency's Geo Board Representative below.

NAME	REPRESENTING	POSITION	EMAIL	PHONE
Carol Benkosky	BLM	Line Officer Representative	cbenkosk@blm.gov	541-416-6730 office
Bob Johnson	PNWCG Liaison to the NW Geo Board	Wildfire Division Manager WA DNR	bob.johnson@dnr.wa.gov	360-902-1316 office
Randy Johnson	Washington Fire Service	Fire Chief, Spokane County FD #4	randyj@scfd4.org	509-467-4500 office
Rob MacWhorter	USFS	Rogue/Siskiyu Forest Supervisor	rmacwhorter@fs.fed.us	541 618-2030 office
Joe Reinarz	USFS	NIMO	jreinarz@fs.fed.us	541-219-0094 office
Carla Schamber			cschamber@fs.fed.us	
Shawn Sheldon			ssheldon@fs.fed.us	541-225-6411 work
Bill Slosson	Washington Fire Marshal	Chief Deputy State Fire Marshal	william.slosson@wsp.wa.gov	360-596-3928 office
Scott Stanton	Oregon Fire Service	Chief, Hermiston Fire Dept.	sstanton@hermiston.or.us	541-567-8822 office
Kevin Martin	USFS Liaison to the NW Geoboard	Dir. For Fire, Fuels and Aviation, Pacific Northwest and Alaska Regions	kdmartin@fs.fed.us	503-808-2143 office
Karen Swearingen	ODF	Fire Operations Manager	karen.swearingen@oregon.gov	503-945-7437 office
John Szulc	BIA	NW Region Assistant FMO	john.szulc@bia.gov	503-231-6797 office
Dan Foster	NPS	Superintendant Lake Roosevelt NRA	dan_foster@nps.gov	509-754-7812 office
Loren Torgerson	WDNR	NE Region Manager	loren.torgerson@dnr.wa.gov	509-684-7474 office
Chuck Turley	WDNR	PC Region Assistant Region Manager	chuck.turley@dnr.wa.gov	360-575-5002 office

Pacific Northwest Interagency Incident Management Team
This announcement solicits applicants for the following positions for the teams

Type 1 / 2 Long Team Configuration (Total of 27 positions, plus 6 IC identified trainees)

(2014 National Mobilization Guide Chapter 60)

IC – Incident Commander
DPIC* – Deputy Incident Commander
FBAN – Fire Behavior Analyst
SOF- Safety Officer
PIO – Public Information Officer
OSC – Operations Section Chief (2 ea.)
AOBD – Air Operations Branch Director
PROC - Procurement Unit Leader
PSC - Planning Section Chief
LSC - Logistics Section Chief
RESL - Resource Unit Leader (2 ea.)

SITL – Situation Unit Leader
ASGS – Air Support Group Supervisor
FSC - Finance Section Chief
TIME -Time Unit Leader
ATGS – Air Tactical Support
DIVS – Division Group Supervisor (4 ea.)
COMP - Comps/Claims Unit Leader
COML – Communications Unit
SPUL - Supply Unit Leader
FACL - Facilities Unit Leader
GSUL - Ground Unit Leader

＊ The DPIC position is authorized on In-State mobilizations

The additional 17 positions being solicited for filling within this announcement are located within the ICAP and will be filled at the IC's discretion.

<table>
<tr><td colspan="2" align="center">**2015 Pacific Northwest Interagency Incident Management Team**
Formation Timeline</td></tr>
</table>

October 15, 2015	Geo Board approves 2015 PNWIIMT recruitment application and 2015 PNWIIMT recruitment period opens
October 31, 2015	Recruitment period closes for 2016 IC, Deputy IC and Trainee applications
November 6, 2015	IC selections are complete and announced All other team positions are opened for application
November 21, 2015	Recruitment period closes for 2016 team applications
TBA (Likely January 2016)	Team Selection Meeting with Geo Board and ICs

USDA eAuthentication access control system

To access the several Web based information sites supported by the PNW, the Fire and Aviation's Management Portal (FAM Portal) has been developed: https://fireportal.usda.gov. Access to this site is controlled through the USDA eAuthentication access control system. Anyone, from any agency or private individual, can create an eAuthentication account.

Creating a new eAuthentication Account

Step 1: Establishing Personnel Access

FIRST TIME USER

All users must obtain a **Level 1** security clearance through the US Department of Agriculture (USDA) eAuthentication process. USDA eAuthentication is the system required by USDA agencies to enable customers to get accounts that will allow them to access USDA Web applications and services via the Internet through an User Identification (User ID) and Password system. This process ensures the identity of those who access the system and what they should be allowed to access.

To obtain a login for FAM Portal, go to this website:

https://www.eauth.usda.gov/MainPages/index.aspx

Move your cursor to "▷ Create an account" in the Quick Links box.
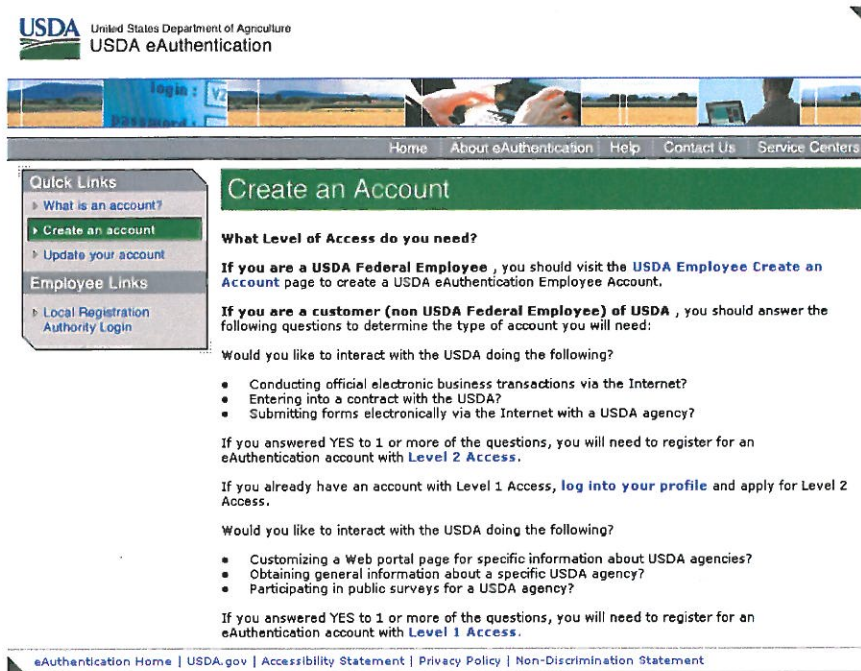
Follow the instructions for obtaining **LEVEL 1** security. Although the screen indicates your choice could be Level 1 or Level 2, your program is in **LEVEL 1**. **Create a LEVEL 1 account.**

You will be asked to enter all required fields marked by an * (User ID, password, first name, last name, country and e-mail address). Click on "Continue."

If all of the information is correct, you need to "Submit" in order to complete the registration process.

USDA United States Department of Agriculture
USDA eAuthentication

| Home | About eAuthentication | Help | Contact Us | Service Centers |

Quick Links
▸ What is an account?
▸ Create an account
▸ Update your account

Employee Links
▸ Local Registration Authority Login

Create an Account

Level 1 Access Confirmation

Please print this page for future reference.

Congratulations Don Jensen! You have successfully created a USDA account with Level 1 access.

The User ID you created is : fireboy

The email address you provided is: lgrover@fs.fed.us

You should receive a confirmation email within 1 hour from **eAuthHelpDesk@usda.gov** with the subject line of 'Activate Your USDA Account with Level 1 Access within 7 Days'

If after 24 hours you do not receive the confirmation email:
1. Check your email provider filters.
2. Check your personal email filter settings.
3. Contact the eAuthentication helpdesk at **eAuthHelpDesk@usda.gov**. Please provide your User ID, first and last name, and email address.

To activate your account, you must click on the activation link provided in the confirmation email within **7 days**. Be sure to follow the instructions provided in the confirmation email to activate your account with Level 1 access.

- **NOTE: If you do not confirm your account within the required 7 days, your account will be terminated and you will have to start the entire process over again.**

[Continue]

eAuthentication Home | USDA.gov | Accessibility Statement | Privacy Policy | Non-Discrimination Statement

Once you have submitted this information you will be notified via e-mail of your registration. This is usually immediate.

Step 2: Confirm your Account – You will get an electronic message to your e-mail address confirming your application to the eAuthentication process similar to the following:

Congratulations fireboy

You have successfully created a USDA eAuthentication account with Level 1 access.

Please print and retain this message for future reference.

The User ID you created is: fireboy The email address you provided is: lgrover@fs.fed.us

Before you can use your account with Level 1 access you must do the following:
1. Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.
2. Activate your account within 7 days of the receipt of this email.
3. Click ACTIVATE MY ACCOUNT

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account

will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications

that accept accounts with Level 1 access.

You can view or update your account information by clicking UPDATE YOUR ACCOUNT. You can also access

your account information from the USDA eAuthentication web site at http://www.eauth.egov.usda.gov

If you need further assistance, please email the USDA eAuthentication Help Desk at eAuthHelpDesk@usda.gov

Please include the following information in your email:
Your first and last name
Your eAuthentication User ID
Indicate whether you are a public customer, federal employee, state, or district employee
If you are a federal employee, provide the name of your employing agency
The URL (Web Address) of the Web site or application you were attempting to access
The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

"https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=fireboy&str=

15182714112434-121162724311427-11528-1151413-13028"

Click on "3.   Click ACTIVATE MY ACCOUNT." The following screen will appear.
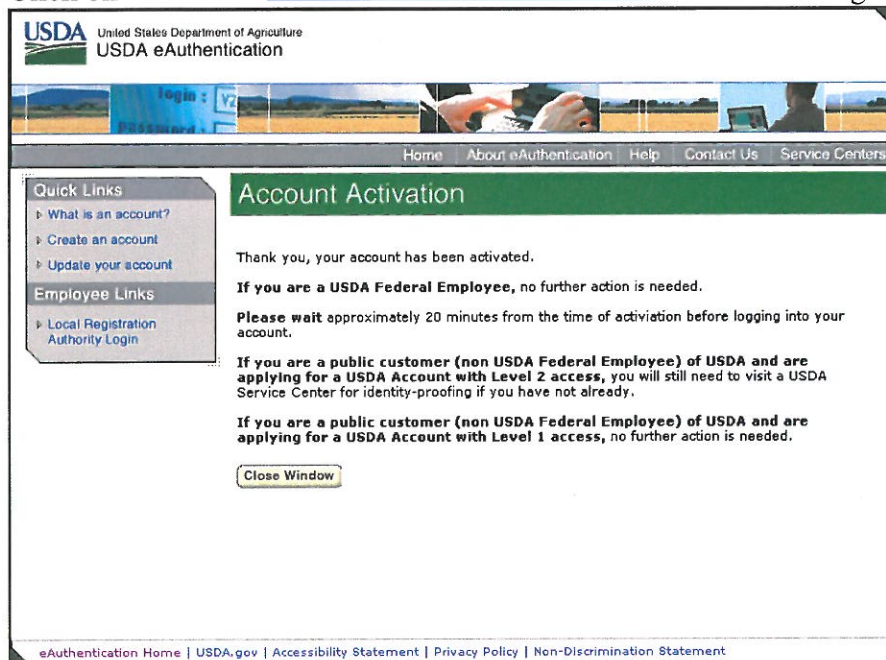
You are applying for a Level 1 account. No further action is needed. Close this screen. Your account has been activated.

The email mentions waiting 20 minutes before logging, but this is not necessary.

Step 3: Accessing the Fire and Aviations Management Portal (FAM Portal)

After an individual has completed the e-Authentication process (including responding to the e-mail message sent to him/her by e-Authentication) they may begin using the ICAP system.

The web address is: https://fireportal.usda.gov. You will use this web address for all further access to the FAM Portal.
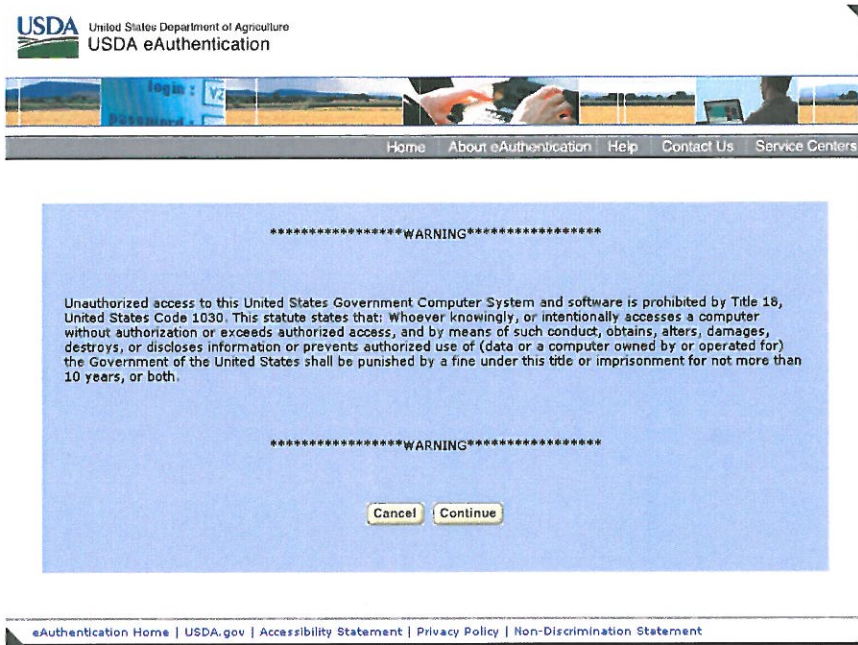
Click on
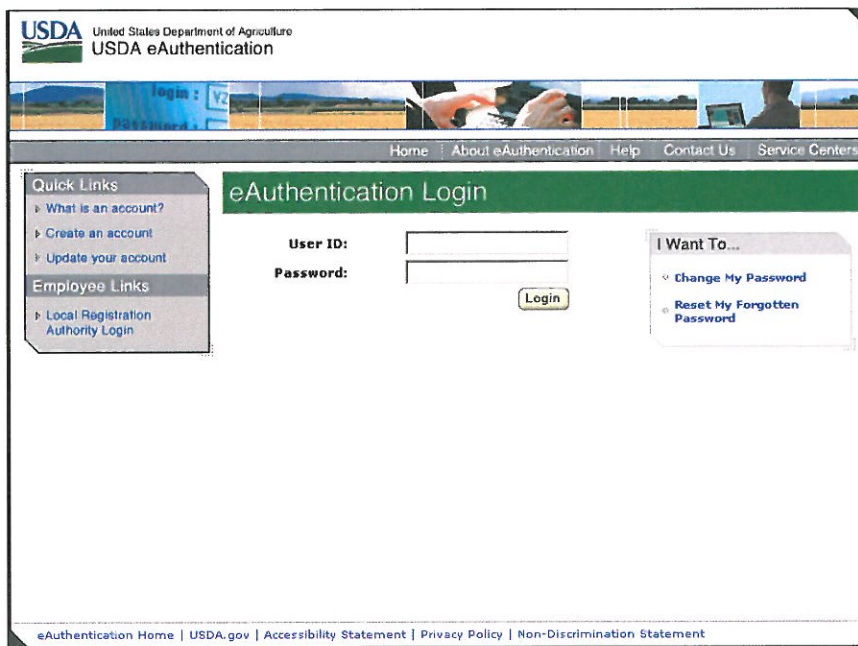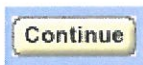
Log in using the 'user ID' and 'password' you established.

Step 4: Select ICAP systems.

The first time you access you will be provided a list of applications which to access. Select all that apply to you. The system manager will review your request and grant access. You will be notified via email.

The next time you enter FAM Portal you may enter those system(s).

At this point you may bookmark the location, or save in your Favorites on your browser.

For instructions on how to apply for a position within ICAP, please see the User Guide within the ICAP system.

Incident Command Application System (ICAP)
Incident Commander User Guide

This short guide will show Incident Commanders and staff how to post positions available and select applicants.

The ICAP system was developed to facilitate Incident Command Teams filling positions. IC Teams may use the system to identify which positions they need to recruit for, list applicants and their qualifications, and select applicants for a position as a primary, alternate, trainee, job share, and/or apprentice. Teams have full control over how many positions to advertise, (or all), how many applicants may fill a position, and the type for each applicant (Primary, Alternate, Trainee, etc).

ICAP is a web based system. No software is necessary to download and install. Access to the system is controlled by the USDA eAuthentication Security System. While this system is managed and used by all USDA agencies for payroll and retirement information, anyone may request access. EAuthentication has passed USDA CIO Certification and Authentication. Further information is available upon request.

ICAP is run and managed at the USDA National Information Technology Center (NITC), Kansas City, Missouri. NITC has passed USDA CIO Certification and Authentication. Instructions for creating a eAuthentication account and requesting access to ICAP may be found in the document 'eAuthentication Account Creation.doc'.

Once you have created an account, go to the web site: https://fireportal.usda.gov

This portal is used to access the many web applications and information hosted by the PNW Fire and Aviation Staff, with ICAP being one.

The first time in you must request access to ICAP. Select Request Access to a system from the Fire Portal menu. Select ICAP. You will automatically be granted access, and you will see the ICAP menu item. Select that and you will enter and use the ICAP system.

Using ICAP for Team Selections:

1. From the Home screen select the IMT Roster Tab.

The 'Applicants' column shows whether any applicants have applied, and how many.

2. Clicking on the Position link will open the screen for this position for your team.

Comments may be entered. They can only be viewed by you, or others granted IC Team access to your team.
.

Selecting Status 'Open' will then allow the position to be viewed by applicants as open, and they may apply to it. To close a position, return to this screen and select 'Close'. Applicant may no longer apply. You can open and close any number of times. Applicant will be retained if they applied.

NOTE: Since all positions for all Oregon teams, and PNW Team 2, and PNW Team 3, will be filled, all positions will be opened for you on the designated date. For the 2015 season you will <u>not</u> need to open or close positions.
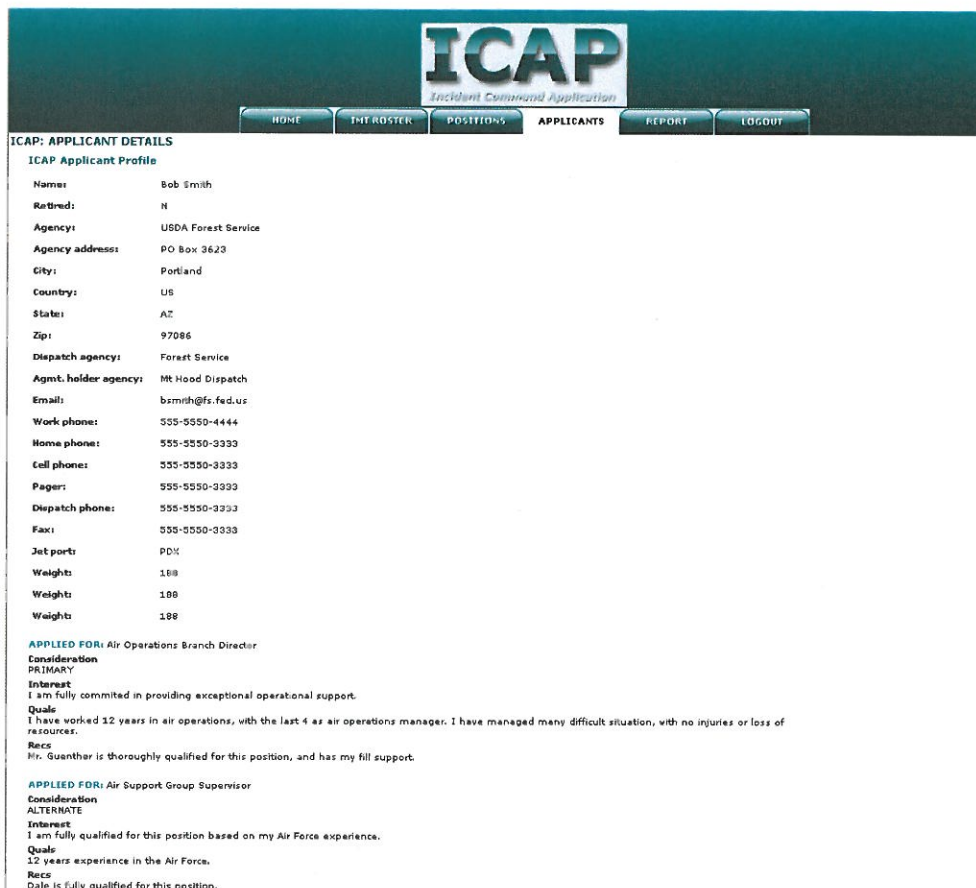
3. Clicking on the 'Select Applicants' link will allow you to see all applicants who have applied, and their preferred status for the position.

4. Selecting the applicant name will show the applicant's contact information, job qualifications, and history for this position.

5. Coming back to the 'Select Applicants' screen, you can change the applicants status for this position by clicking on the 'Change' button. When the applicant applied they selected how they wanted to be considered. In your selection for this position you may select who is the primary, the alternate, trainee, etc. If you select more than one Primary applicant, you will then be 'filling' this position with more than one person. For example you may elect to have many people as Division Supervisors.

Team	Applicant Type		Phone
NW Oregon	PRIMARY	Change	555-5550-4
NW Oregon	ALTERNATE ONLY	Change	444-444-44

6. Selecting the 'Report' tab at the top will present a regional report showing all applicants for all positions. This will allow ICs to pool candidates and offer positions across teams.

	A	B	C	D	E	F
	State	Applicant	Team	Position	App. Type	
1	State	Applicant	Team	Position	App. Type	
2	AZ	Bob Smith	Blue Mountain	Time Unit Leader	PRIMARY	
3	AZ	Bob Smith	NW Oregon	Air Operations Branch Director	PRIMARY	
4	AZ	Bob Smith	NW Oregon	Air Support Group Supervisor	PRIMARY	
5	OR	Jane Johnson	NW Oregon	Air Tactical Group Supervisor	PRIMARY	
6	OR	Jane Johnson	NW Oregon	Air Support Group Supervisor	ALTERNATE ONLY	
7						